



Policy: 1200
Chapter: Employee-Juvenile Relationships
Rule: Employee-Juvenile Relationships

Effective:
Replaces: 1200
Dated: 10/23/02

A.R.S.	A.C.A.	A.A.C
A.R.S. § 41-2804,		

The Arizona Department of Juvenile Corrections (ADJC) employees shall limit their relationships with ADJC juveniles and the family of those juveniles to professional and job-related activities only.


Michael D. Branham, Director

Procedure Index:

1200.01 Employee-Juvenile Relationships

Definitions:

- 1. Family** - the primary care giving unit and is inclusive of the wide variety of primary care giving units in our culture. Family is a biological, adoptive, or self-created unit of people residing together consisting of adult(s) and child(ren) with the adult performing duties of parenthood/guardianship for the child(ren). Persons within this unit share bonds, culture, practices, and significant relationships. Biological parents, siblings, and others with significant attachment to the child(ren) living outside of the home are included in the definition of family.
- 2. Parent/guardian** - the child(ren)'s parental figures or primary care givers, including natural, adoptive, foster, and shelter primary care givers, as well as grandparents and other extended family and friends who are primary care givers for the child(ren).
- 3. Employee** – any person acting in an official capacity for ADJC to include, but not be limited to, those compensated (both full and part time), volunteers, interns, mentors (specific designated volunteers who perform as tutors), and seasonal employees who are over the age of 18.
- 4. Unprofessional behavior** - refers to any state employee who:
 - a. Uses his/her official position for personal gain, or attempt to use, or use, confidential information for personal advantage;
 - b. Permits himself/herself to be placed under any kind of personal obligation that could lead a person to expect official favors;
 - c. Performs an act in a private capacity that may be construed to be an official act.

JANET NAPOLITANO
Governor

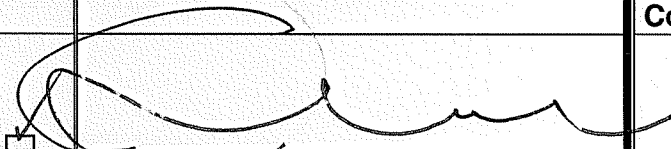
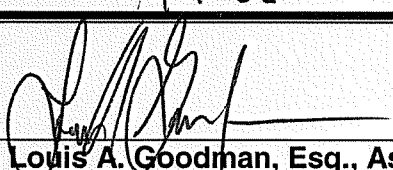
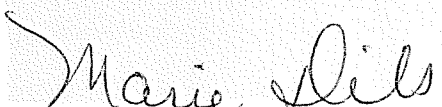


MICHAEL D. BRANHAM
Director

DIRECTOR'S POLICIES AND PROCEDURES REVIEW CHECK LIST

Document ID: 1200 and 1200.01
Marie Dils 1/04/08

	Check all appropriate Items	Comments
<input type="checkbox"/>	New Policy <input checked="" type="checkbox"/> New Procedure	
<input type="checkbox"/>	Updated Policy <input type="checkbox"/> Updated Procedure	
<input type="checkbox"/>	Process Owner approved	
<input type="checkbox"/>	Notification of changes to Staff; NO training of staff recommended	
<input type="checkbox"/>	Notification of changes to Staff; Training of staff recommended	

	Comments
<div><input type="checkbox"/>  Michael Branham, Director Date: 1/7/08</div>	
<div><input checked="" type="checkbox"/>  Louis A. Goodman, Esq., Assistant Director Legal Systems Division Date: 1/7/08</div>	
<div><input checked="" type="checkbox"/>  Marie Dils, Policy Administrator Date: 1.04.08</div>	